



**Job Title:** CONTRACT - Communications Officer  
**Location:** Toronto  
**Department:** Communications

**Date:** July 14, 2017  
**Version:** 1.1  
**Report To:** Executive Director/Operations Manager  
**Term:** September to December 2017

## **Position/Company Summary**

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The Ontario First Nations' Technical Services Corporation (OFNTSC) was established in 1995 to provide expert technical advisory services to the First Nations of Ontario. At that time, it was the first aboriginal organization in Canada mandated to provide professional technical and advisory services to First Nations' communities and foster their technical self-reliance.

As a member of the OFNTSC team the Communications Officer is responsible for overseeing a Communications Program which will include internal and external initiatives.

## **Duties and Responsibilities**

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Under the supervision of the Executive Director/Operations Manager the duties and responsibilities of the Communications Officer include:

### **Administration**

- Assist with Conference related activities

### **Communications**

- Maintain relationships and partnerships with the various communities, stakeholders and federal and provincial agencies
- Oversee and proof read information from Program Managers and external organizations
- Responsible for creating, transferring and maintaining website content
- Responsible for creating and implementing communications material for various audiences
- Create and maintain an electronic archive of quality photos that may be published in the various OFNTSC publications
- Oversee and maintain the existing database of contact information for the various media, government agencies, technical and professional organizations, First Nation communities, Tribal Councils and any others who wish to receive OFNTSC publications
- Purchase promotional materials for the various special events
- Meet with various public figures, technical and engineering professionals, chiefs and the media to further our communications outreach
- Understand and adopt the procedures and protocols in dealing with First Nation communities, government bureaucracies and agencies
- Research and utilize materials to create various reports, articles etc.
- Assist in any other special requests from the Board of Directors and/or Program Managers
- Create job postings and special event advertising
- Responsible for purchasing advertising space for job postings or special event promotions



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#### **Finance**

- Manage own Travel Budget

#### **Working Conditions**

- Some out of town traveling required through the province of Ontario
- Reliable and insured vehicle and Valid driver's license

#### **Other**

- Other duties as assigned

#### **Minimum Qualifications**

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- Sensitivity to the unique needs of First Nations peoples
- 1-3 years of work related experience
- Diploma/Degree in a communications program
- Interpersonal and Professional Skills
- Technical Skills (includes: writing, research, photography, records, media watch, special events, and meetings)

**Deadline to submit Applications is August 25, 2017.**

If you are interested in this role, please send your resume and cover letter to:

Brian Katz CPA CA  
Manager of Finance  
Ontario First Nations Technical Services Corporation  
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